

CITY OF GOODYEAR PUBLIC WORKS DEPARTMENT POLICY	
Subject:	Meeting Room Use
Origination Date:	09/08/14
	Revision Date:
Policy #:	812.001
	Page: 1 of 3

PURPOSE

This policy is established to assure that facilities owned and operated by the City of Goodyear are utilized in a manner that has a public purpose that meets the needs and interests of the community.

POLICY

This policy outlines the expectations and guidelines for the "Use" of the following areas ("Facilities" or "Facility"): City Hall room 117 and the Goodyear Municipal Complex D 101 (A) and (B).

PROCEDURE

1. Use of Facilities is limited to other government officials or governmental agencies, persons or organizations with a contractual relationship to the City, or organizations in which a City Council member or City employee is a member for professional development or other City related purposes ("User"). Examples include:
 - a. Faith Community Roundtable (group meetings facilitated by City staff with Council members and staff participating)
 - b. Leadership West (City staff that are alumni may facilitate meetings)
 - c. Organizations where staff or City Council serve on the Board (i.e. YMCA, Homeless Youth Connection).
2. Facilities may be available for public use as provided herein during regular business hours (Monday – Friday, 7:30 a.m. to 5:00 p.m.). Meeting room use after normal business hours may be permitted if the meeting has a City staff person in attendance acting as City Coordinator.
3. To request use of the Facilities, City staff on behalf of the User can contact the Municipal Services Facilities Superintendent.
4. User must be provided with a copy of this Facility Use Policy and agree to comply with all terms and conditions herein.
5. The City staff person who is coordinating meeting room use for an organization ("City Coordinator") will be responsible for notifying the Facilities Superintendent for security purposes of opening and closing the building meeting rooms, and programming the HVAC (Heating, Ventilation and Air Conditioning system).

CITY OF GOODYEAR PUBLIC WORKS DEPARTMENT POLICY	
Subject:	Meeting Room Use
Origination Date:	09/08/14
Revision Date:	
Policy #:	812.001
Page:	2 of 3

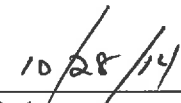
6. The City Coordinator shall be present during all meetings occurring on City property coordinated for the User by the City staff member and shall be responsible for ensuring the User complies with this Facility Use Policy.
7. The City Municipal Services Facilities Superintendent or designee ("Facilities Superintendent") has full authority to cancel or limit scheduled meetings at any time, if a need arises for use of the Facility by the City Council or City staff. Should this occur, the Facilities Superintendent will use reasonable efforts to find the User an alternate location.
8. The Facilities Superintendent, public safety personnel and such other persons authorized by the Facilities Superintendent shall have the right at all times to terminate the Use if deemed reasonably necessary.
9. Each room has an inventoried set of tables and chairs available for use. The City Coordinator of the meeting room use is responsible for arranging tables and chairs for their specific purpose and for returning tables and chairs to their original configuration or submitting a work order to Facilities staff for assistance at least 48 hours prior to the scheduled meeting time.
10. Use of the City's technical equipment is prohibited without prior approval of and assistance from the Information Technology Department Director or designee.
11. Alcoholic beverages, medical marijuana and controlled substances may not be brought, or used, in the Facilities. No smoking is allowed in the Facilities.
12. No person under the influence of alcohol or drugs is permitted in the Facilities. The City reserves the right at all times to remove any person from the Facilities that City staff reasonably believes may be under the influences of alcohol or nonprescribed drugs.
13. Users are required to confine all activities to the room reserved for the User and shall not be disruptive or infringe on the rights of others in or around the Facilities. Failure to comply with this provision will result in the immediate termination of the use and removal of the User(s).
14. Users shall at all times while on City property comply with all federal, state and local law, rules, and guidelines, including fire and safety regulations. No business may be conducted or engaged in at the Facilities or performed in conjunction with the Use that is a violation of existing state, federal or local law.

CITY OF GOODYEAR PUBLIC WORKS DEPARTMENT POLICY	
Subject: Meeting Room Use	
Origination Date: 09/08/14	Revision Date:
Policy #: 812.001	Page: 3 of 3

15. Decorations or other special preparations may not be affixed to the walls or the structure in any manner without prior written consent from the Facilities Superintendent.
16. Food and beverages may be brought into the Facility, with prior approval of the Facilities Superintendent.
17. Users are required leave the Facilities in the same condition it was received by the User.
18. User agrees to remove all of User's equipment/property or other effects immediately after the conclusion of the meeting. Any property that is left in, on or around the Facilities and not removed by the User will be considered abandoned, unclaimed property and disposed of as provided in City Code.

Approved:


 Mark Flynn, Municipal Services Manager


 Date